*UNIVERSITY POLICY PROPOSAL TEMPLATE*

POLICY TITLE:

Document Number:

Document Owner:

Revision Number:

Status:

A. General Description.

[Insert text.]

1. Policy Summary
2. Purpose
3. Scope

B. Terms and Definitions.

|  |  |
| --- | --- |
| Term: | Definitions: |
|  |  |

C. Policy Content.

[Insert text.]

D. Performance Evaluation.

[Insert text.]

E. ID information.

[Insert text.]

F. Author/Owner.

[Insert text.]

G. Approval.

|  |  |
| --- | --- |
| Name: | Title: |
|  |  |

H. Attachments.

[Include any forms related to the policy]

I. Related Documents.

[Include any forms related to the policy]

J. Revision Management.

Revision History Log:

|  |  |  |
| --- | --- | --- |
| Revision # | Date: | Recorded By: |
|  |  |  |

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**Responsible Officer** **Approval to Proceed:**

Responsible Officer Signature Date

**University Compliance Committee (UCC) Approval to Proceed:**

University Compliance Committee (UCC) Date

Chair Signature

**Office of the General Counsel Approval to Proceed:**

Office of the General Counsel Signature Date

**Executive Sponsor Approval to Proceed:**

Executive Sponsor Signature Date

**Presidential Approval:**

President Date